

# OneDrive Overview

## Access O365 Online Apps

- Word Online
- Excel Online
- PowerPoint Online

## Distribute Data

- Sharing
- Download
- NO need for VPN

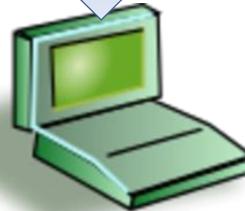
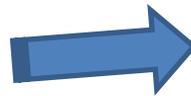


## OneDrive

*Gateway to Collaboration*

## Consolidate Data

- 'C', 'U', 'T' drives
- Other lettered drives
- Data on shared drives



On the desktop  
'OneDrive for Business'

OneDrive is a cloud based mass storage facility for staff specific data. Items found in desktop 'C' and server based 'U' and 'T' drives are what should be placed in OneDrive

## General:

OneDrive is actually two products, One element is in the cloud (OneDrive cloud), and the other element (OneDrive for Business), is on your desktop. They work with each other to help to manage the user experience while keeping all the data synchronized.

It provides a great deal of storage (1 TB) which can be shared and accessed from basically anywhere. (*although OneDrive online is only accessible if one has Internet connectivity*) .

When you place or update a file in either OneDrive cloud or OneDrive for Business the data will be synchronized with the other automatically

## Accessing OneDrive:

### Online:



Use desktop Icon to launch Office 365  
OneDrive online is accessible from there

### Desktop: (OneDrive for Business)



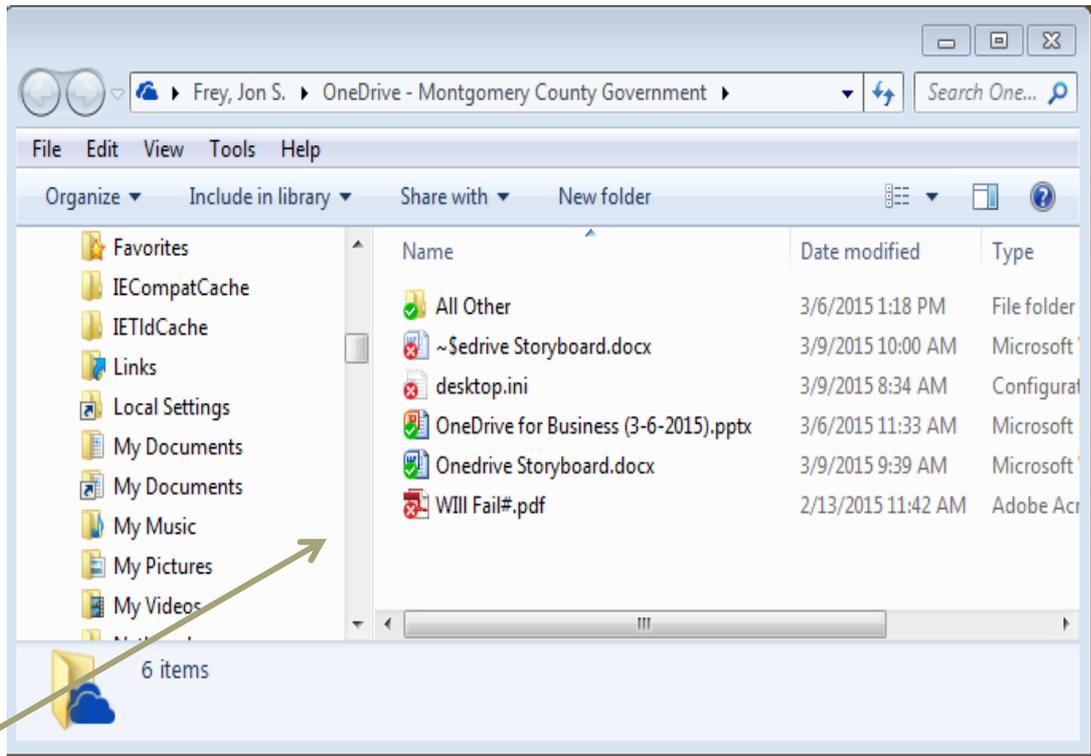
Accessed from the desktop  
like a file folder

# OneDrive for Business

Use desktop icon to launch OneDrive for Business



It opens the OneDrive for Business folder



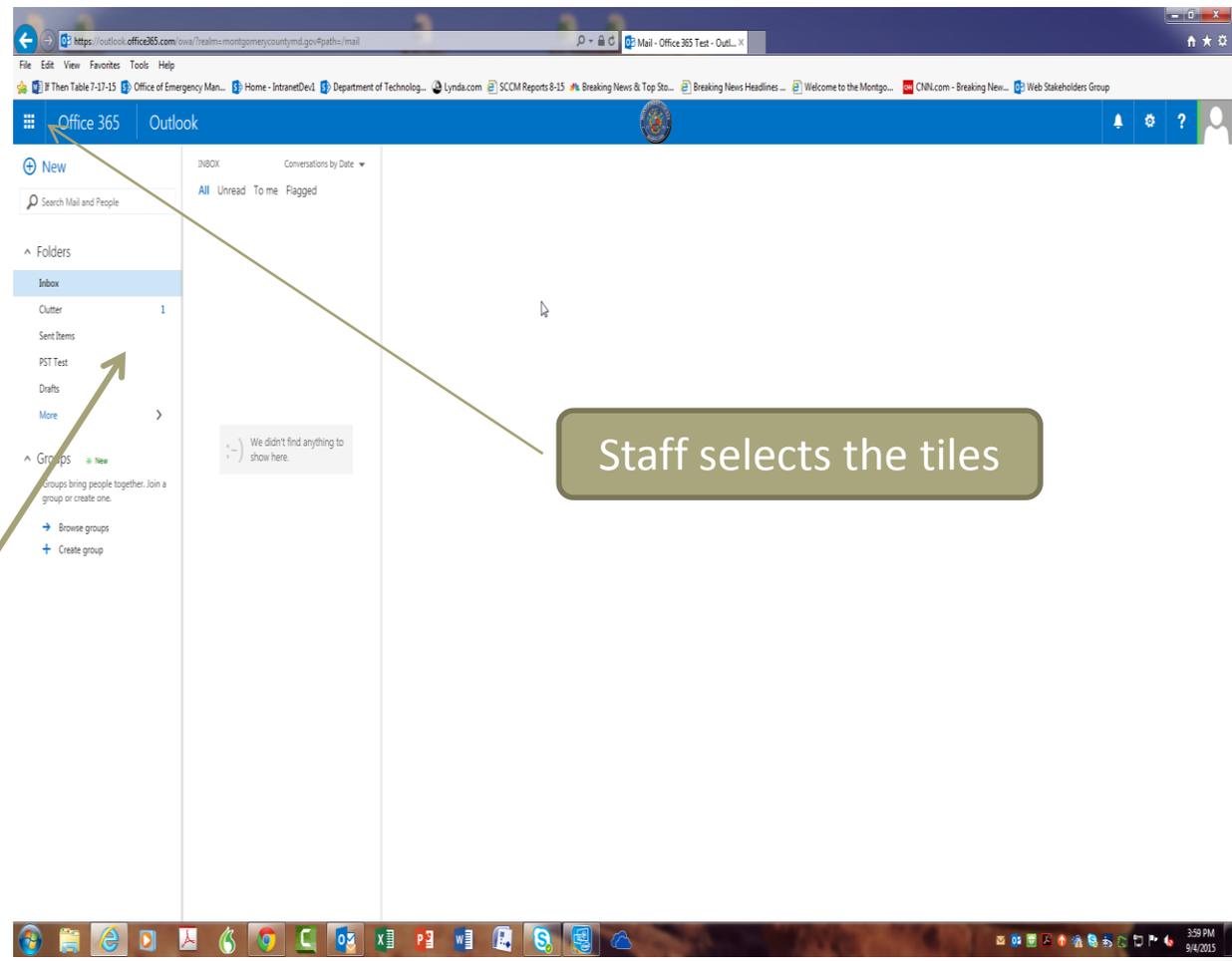
**Note:** When you drag files from the desktop into OneDrive for Business they are moved and not copied and syncing will begin with OneDrive online

# OneDrive Cloud

Use desktop icon to launch Office 365



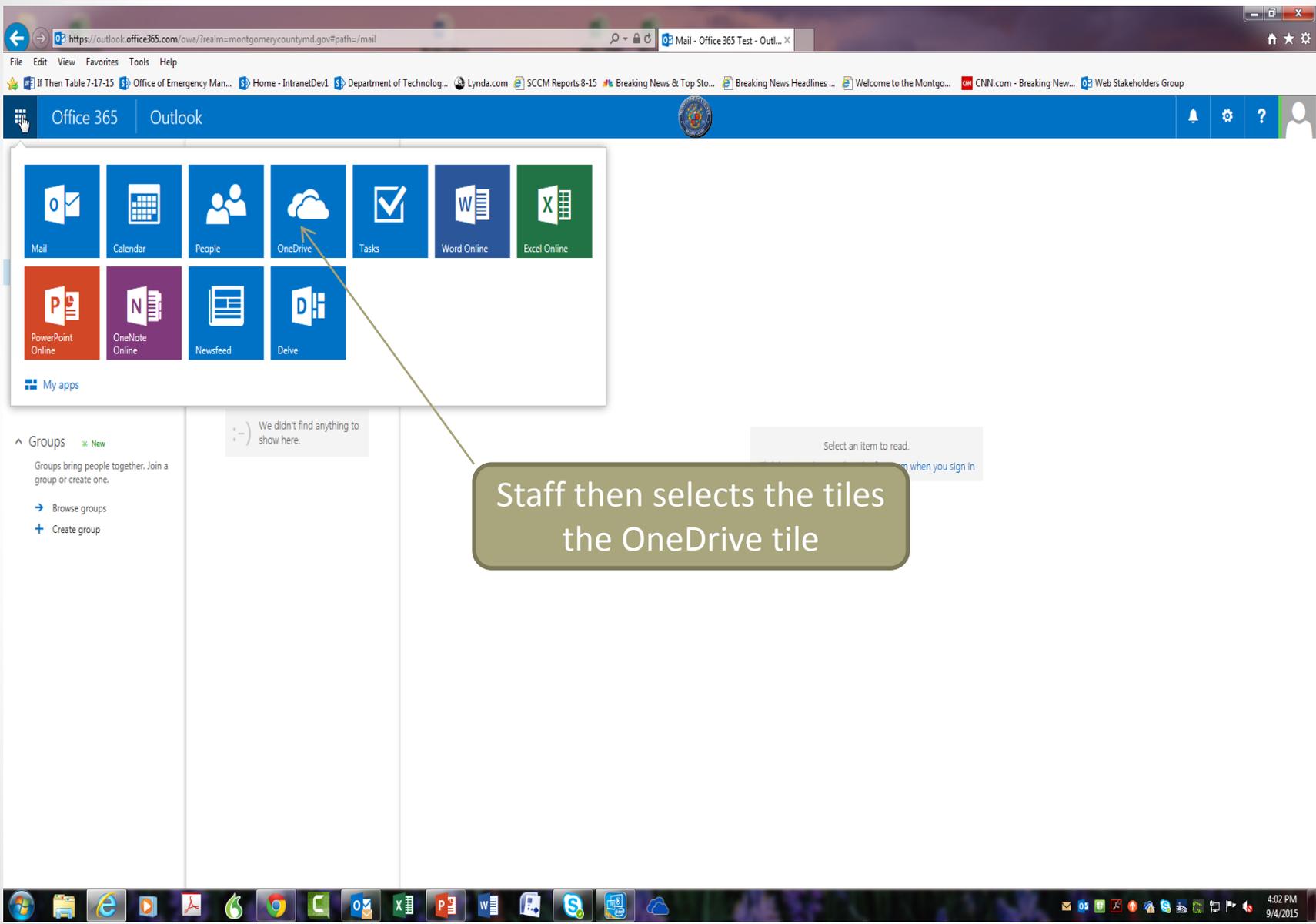
Opens Office 365 home screen (OWA)



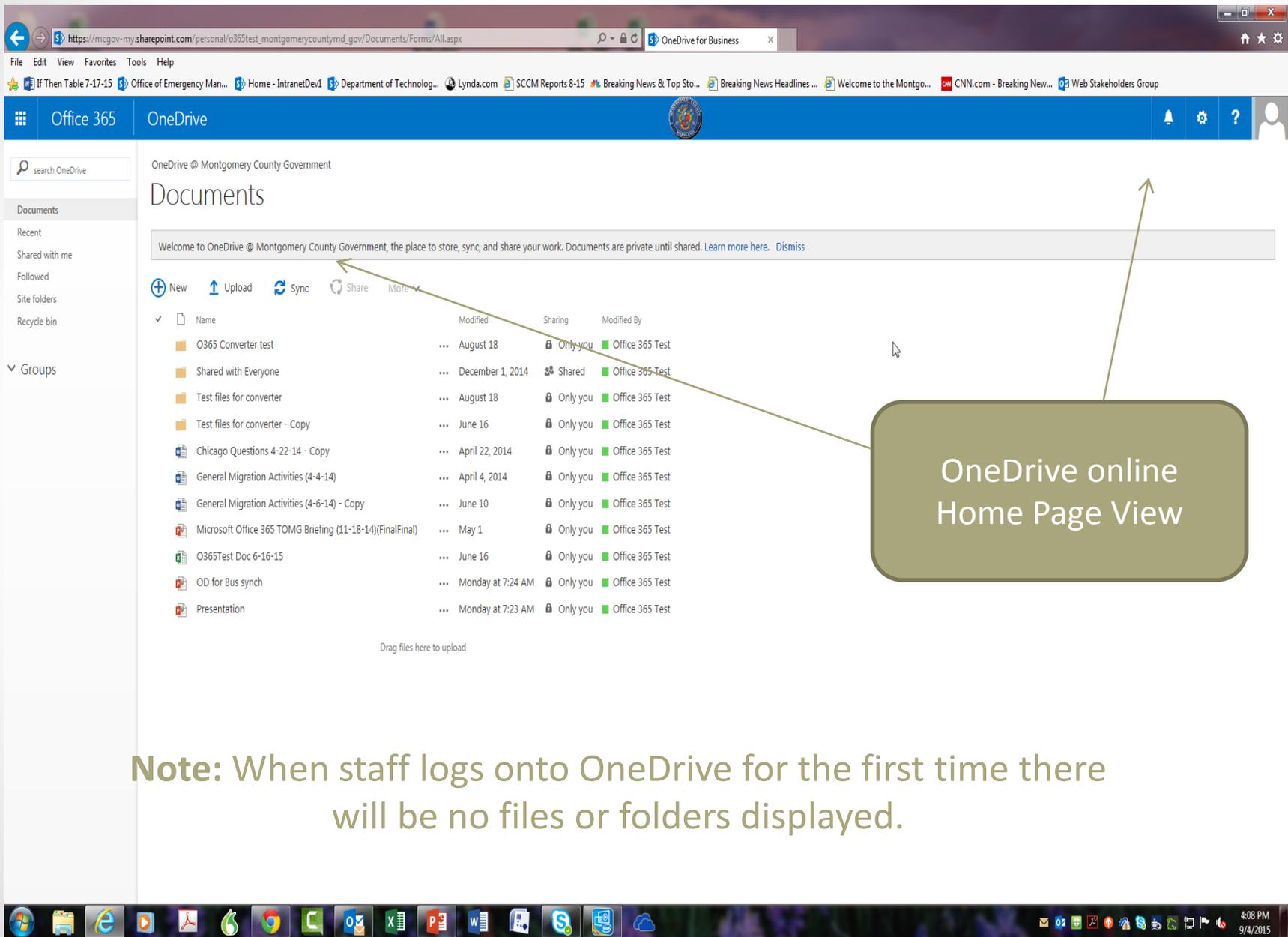
Staff selects the tiles

# OneDrive cloud

# Selecting OneDrive from Office 365



Staff then selects the tiles the OneDrive tile



**Note:** When staff logs onto OneDrive for the first time there will be no files or folders displayed.

# Bad File Name Handling

## Invalid file or folder name characters

If a file or folder you're trying to upload to OneDrive for Business contains any of the characters listed below, rename the file or folder to remove these characters. The list of invalid characters is different on Office 365 and SharePoint 2013.

INVALID FILE OR FOLDER NAME CHARACTERS IN  
ONEDRIVE FOR BUSINESS ON OFFICE 365

" # % \* : < > ? / \ |

Invalid file or folder name characters in OneDrive for  
Business on SharePoint 2013

~ " # % & \* : < > ? / \ { | } ,

## Invalid or blocked file types

You can't upload OneNote files, or files with a \*.tmp or \*.ds\_store extension. Additionally, you can't upload desktop.ini, thumbs.db, or ehthumbs.db.

Additionally, you can't upload types of files that are blocked on the SharePoint site. If your organization is running SharePoint Server, the list of blocked files may vary depending on what your administrator sets up. If your organization is running SharePoint Online, the default list of blocked files is fixed and can't be changed. To see a list of the default blocked files, see [Types of files that cannot be added to a list or library](#).

For more information about restrictions and limitations, like size limits for syncing files, and character limits for files and folders, see [Restrictions and limitations when you sync SharePoint libraries to your computer through OneDrive for Business](#)

# OneDrive online

# Trying to save with illegal character

Microsoft Word

Word did not save the document.  
(Test document)

OK

[Was this information helpful?](#)

If staff tries to save a file to OneDrive online which has an illegal character in the name the system will error.

They would then select OK to go to the rename screen

# OneDrive online

# Staff corrects the file name

The screenshot shows the Microsoft Office 365 interface. In the background, a PowerPoint slide titled 'HRC Various File Actions - PowerPoint' is visible. Overlaid on this is a Word document window titled 'Test document 2-5-15 - Word'. The Word ribbon is set to 'DESIGN', and the 'Navigation' pane is open on the left. A 'Save As' dialog box is open in the foreground, showing the file path 'o365test\_montgome... Documents' and a list of files including 'Test document 2-5-15.docx'. The 'File name' field contains 'Test document-2|2-5-15' and the 'Save as type' is 'Word Document'. The 'Save' button is highlighted.

Staff is presented with a screen that enables them to rename the file

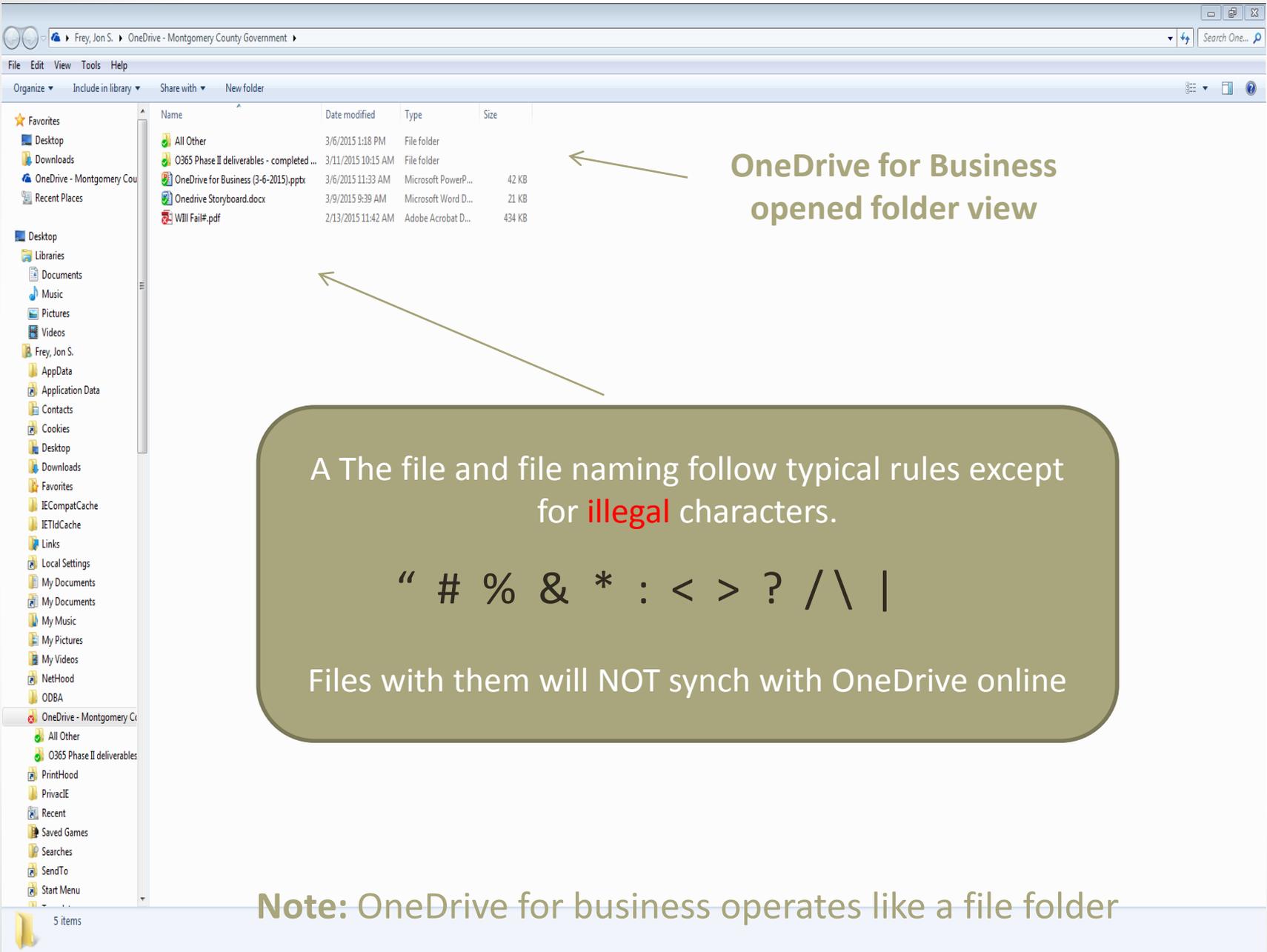
Staff renames the file removing any illegal characters

And then selects SAVE

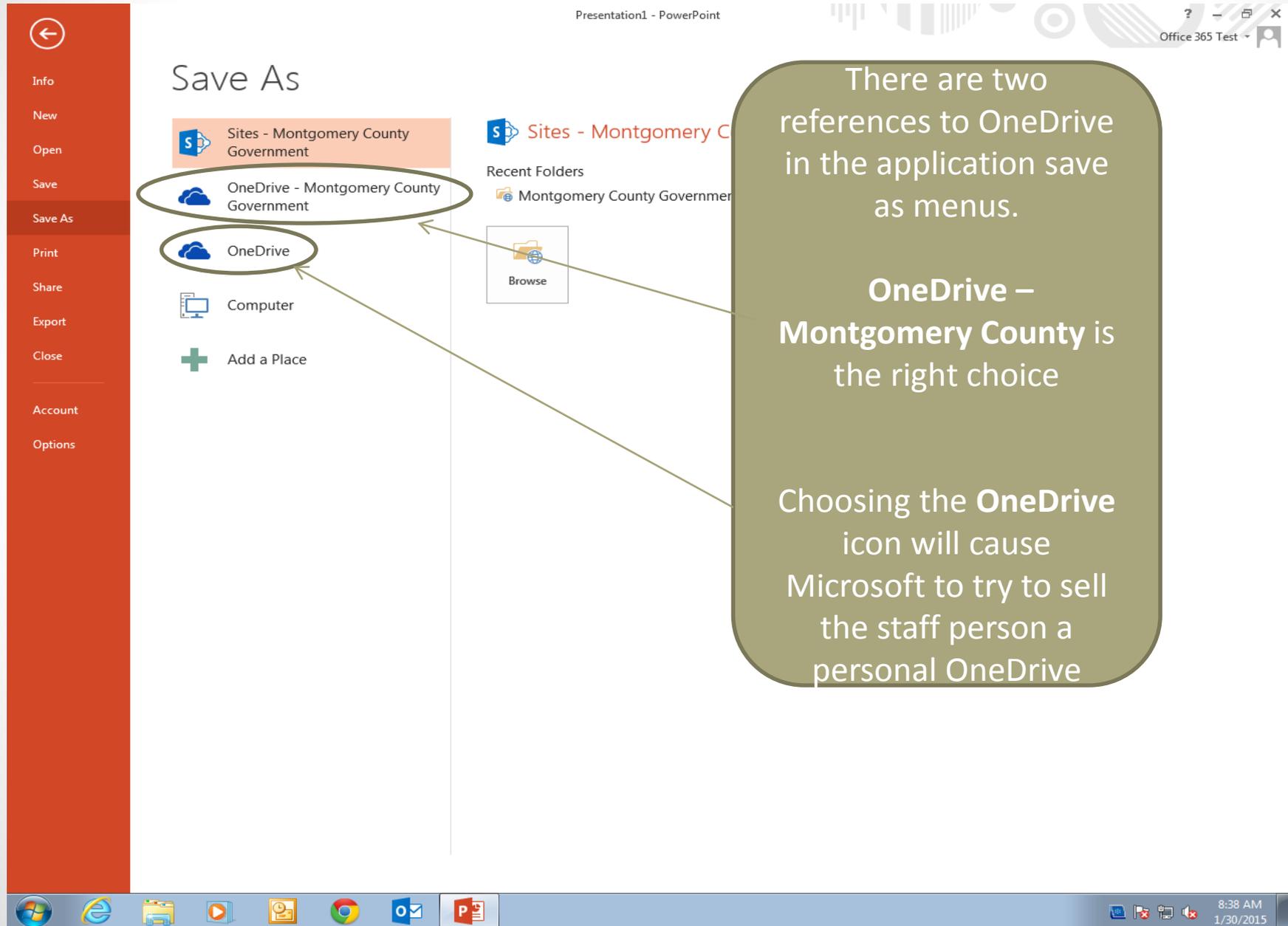
# OneDrive online

# Save Completes correctly

The screenshot displays the Microsoft Office 365 interface. In the foreground, a PowerPoint window titled 'HRC Various File Actions - PowerPoint' is open, showing the 'DESIGN' tab with various theme thumbnails. Behind it, a Word window titled 'Test document-2 2-5-15 - Word' is open, showing the 'HOME' tab. The Word ribbon includes options for Font, Paragraph, Styles, and Editing. A 'Navigation' pane is visible on the left side of the Word window, containing a search bar and tabs for 'HEADINGS', 'PAGES', and 'RESULTS'. The main text area of the Word document contains the text: 'This is a test document for training'. The status bar at the bottom of the Word window indicates 'PAGE 1 OF 1' and '7 WORDS'. The Windows taskbar at the bottom shows the system tray with the time '8:50 AM' and date '2/5/2015', along with icons for various applications including PowerPoint, Word, and Outlook.

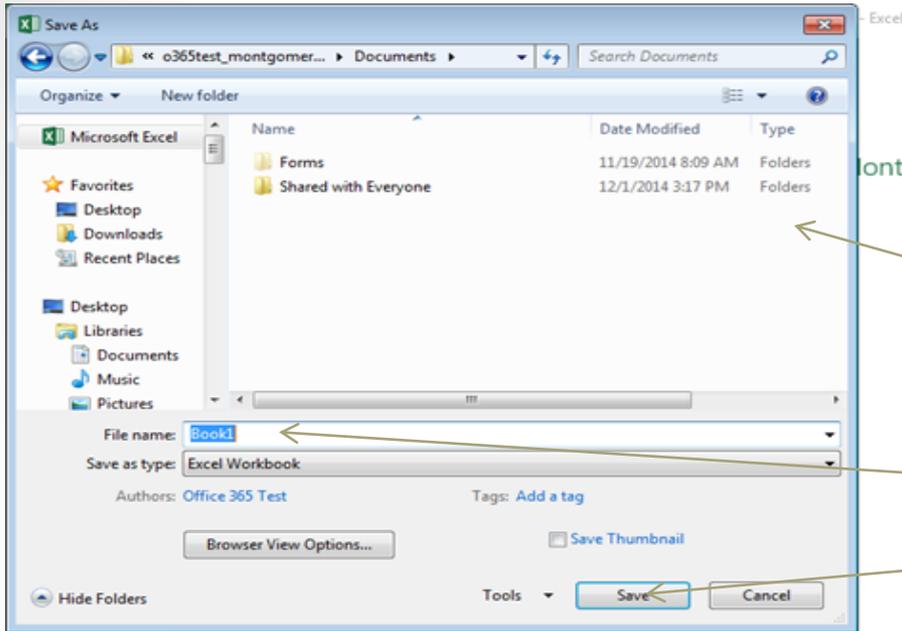


# Saving data to OneDrive

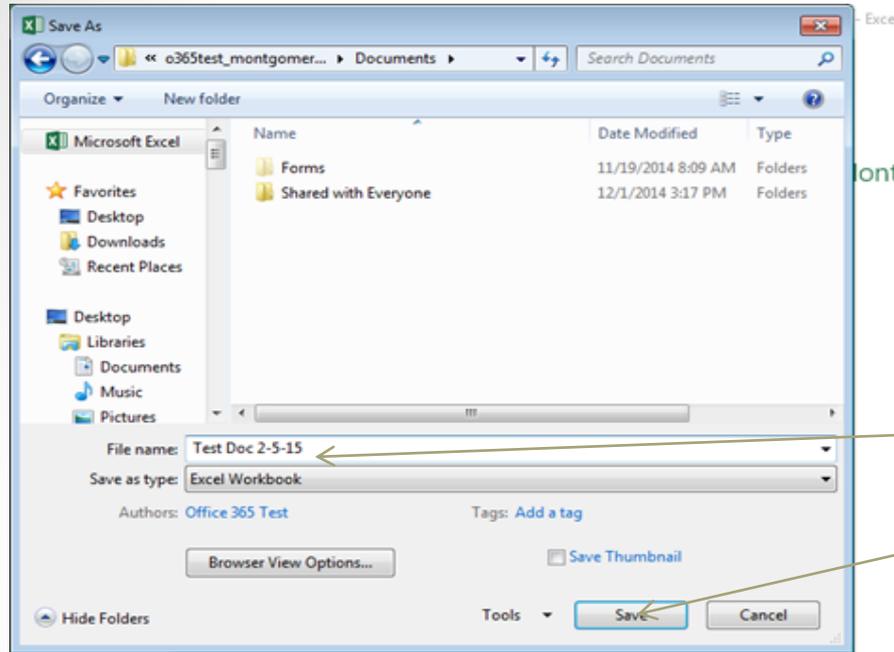


# Save As – OneDrive online

The screenshot shows the 'Save As' dialog box in Microsoft Excel. The left sidebar contains a list of save locations: Sites - Montgomery County Government, OneDrive - Montgomery County Government (highlighted), OneDrive, Computer, and Add a Place. The main area shows the OneDrive - Montgomery County Government interface with a 'Browse' button. A callout box points to the 'Browse' button with the text 'Next you would select Browse.' Another callout box points to the 'OneDrive - Montgomery County Government' option with the text 'First you would select OneDrive - Montgomery County Government.'



A file naming window appears where staff names and saves



Montgomery County Government

Staff names the file and selects SAVE when ready



The screenshot displays the Microsoft Excel application window. The title bar reads "Test Doc 2-5-15 - Excel". The ribbon is set to the "HOME" tab, showing various options for font, alignment, and editing. The spreadsheet grid shows data in column D:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1																			
2																			
3				100															
4																			
5				7															
6																			
7				700															
8																			
9																			
10																			
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The status bar at the bottom shows "Sheet1" and a zoom level of 100%. The Windows taskbar is visible at the very bottom, showing the Start button and several open applications including Internet Explorer, File Explorer, and Office 365 apps.

# Uploading data to OneDrive

The screenshot shows the OneDrive web interface for a user at Montgomery County Government. The page title is 'Documents'. A navigation bar includes 'Office 365' and 'OneDrive'. A search bar is present. Below the navigation, there are buttons for 'New', 'Upload', 'Sync', and 'Share'. A table lists documents with columns for Name, Modified, Sharing, and Modified By. A callout box with a green background and white text says: 'To copy a file to OneDrive select it on the desktop and drag to this area'. An arrow points from the callout box to the 'Drag files here to upload' text at the bottom of the document list.

Name	Modified	Sharing	Modified By
...	August 18	Only you	Office 365 Test
...	December 1, 2014	Shared	Office 365 Test
...	August 18	Only you	Office 365 Test
...	June 16	Only you	Office 365 Test
...	April 22, 2014	Only you	Office 365 Test
...	April 4, 2014	Only you	Office 365 Test
...	June 10	Only you	Office 365 Test
Microsoft Office 365 TOMG Briefing (11-18-14)(FinalFinal)	May 1	Only you	Office 365 Test
O365Test Doc 6-16-15	June 16	Only you	Office 365 Test
OD for Bus synch	Monday at 7:24 AM	Only you	Office 365 Test
Presentation	Monday at 7:23 AM	Only you	Office 365 Test

To copy a file to OneDrive select it on the desktop and drag to this area

### Note:

To upload data in files first create a file in OneDrive, Then select all files in current folder and drag to the OneDrive folder and the files will be copied



# Opening files from OneDrive

The image displays three sequential screenshots of the 'Open' dialog box in Office 365, illustrating how files can be opened from different locations. Each screenshot shows a sidebar on the left with navigation options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The main area is titled 'Open' and contains 'Recent Documents' and 'Recent Places' sections. The 'Recent Documents' section lists files like 'Test document-2 2-5-15' and 'Test document 2-5-15', along with locations like 'OneDrive - Montgomery County Government' and 'Computer'. The blue version of the dialog has two arrows pointing from a text box to the 'OneDrive - Montgomery County Government' and 'Computer' entries in the 'Recent Documents' list.

Files can be opened from either OneDrive, the computer or another location.

# Version Control

The screenshot shows the OneDrive web interface. The top navigation bar includes 'Open', 'Share', 'Download', 'Get a link', 'Delete', 'Copy to', 'Move to', and 'Rename'. The file list is as follows:

Name	Modified	Modified By	File Size	Sharing
All Other				
G3 Briefing Slides				
Gen WIP 1-16				
Gen WIP 12-15				
Notebooks				
Quick Steps Videos - Copy	December 16, 2015	Frey, Jon S.		Shared
SharePoint - Base rollout docs	January 21	Frey, Jon S.		Shared
SharePoint Development Projects	January 21	Frey, Jon S.		Shared
WIP 11-12-15	January 21	Frey, Jon S.		Shared
SharePoint Contacts-Projects.xlsx	February 9	Frey, Jon S.	15.94 KB	Shared

Annotations:

- A callout box points to the file 'SharePoint Contacts-Projects.xlsx' with the text: "First staff would select the file that they wanted to view versions for."
- Another callout box points to the ellipsis menu of the selected file with the text: "Next they would right click on the '...' symbol"

The screenshot shows the OneDrive web interface in a browser window. The address bar displays the URL: [https://mcgov-my.sharepoint.com/personal/frej\\_montgomerycountymd\\_gov/\\_layouts/15/onedrive.aspx](https://mcgov-my.sharepoint.com/personal/frej_montgomerycountymd_gov/_layouts/15/onedrive.aspx). The browser tabs include 'Mail - Frey, Jon S. - Outlook' and 'Files - OneDrive'. The OneDrive interface shows a file list with columns for Name, Modified, Modified By, File Size, and Sharing. A context menu is open over the file 'SharePoint C...', and an arrow points from a callout box to the 'Version History' option.

Name	Modified	Modified By	File Size	Sharing
All Other	September 4, 2015	Frey, Jon S.		Shared
G3 Briefing Slides	Yesterday at 12:32 PM	Frey, Jon S.		Shared
Gen WIP 1-16	January 21	Frey, Jon S.		Shared
Gen WIP 12-15	January 21	Frey, Jon S.		Shared
Notebooks	December 30, 2015	Frey, Jon S.		Shared
Quick Steps Video - Copy	December 16, 2015	Frey, Jon S.		Shared
SharePoint - Base rollout docs	January 21	Frey, Jon S.		Shared
SharePoint Development Projects	January 21	Frey, Jon S.		Shared
WIP 11-12-15	January 21	Frey, Jon S.		Shared
SharePoint C...	February 9	Frey, Jon S.	15.94 KB	Shared

Context Menu Options:

- Download
- Open in Excel Online
- Open In Excel
- Share
- Get a link
- Rename
- Delete
- Copy to
- Move to
- Details
- Version History

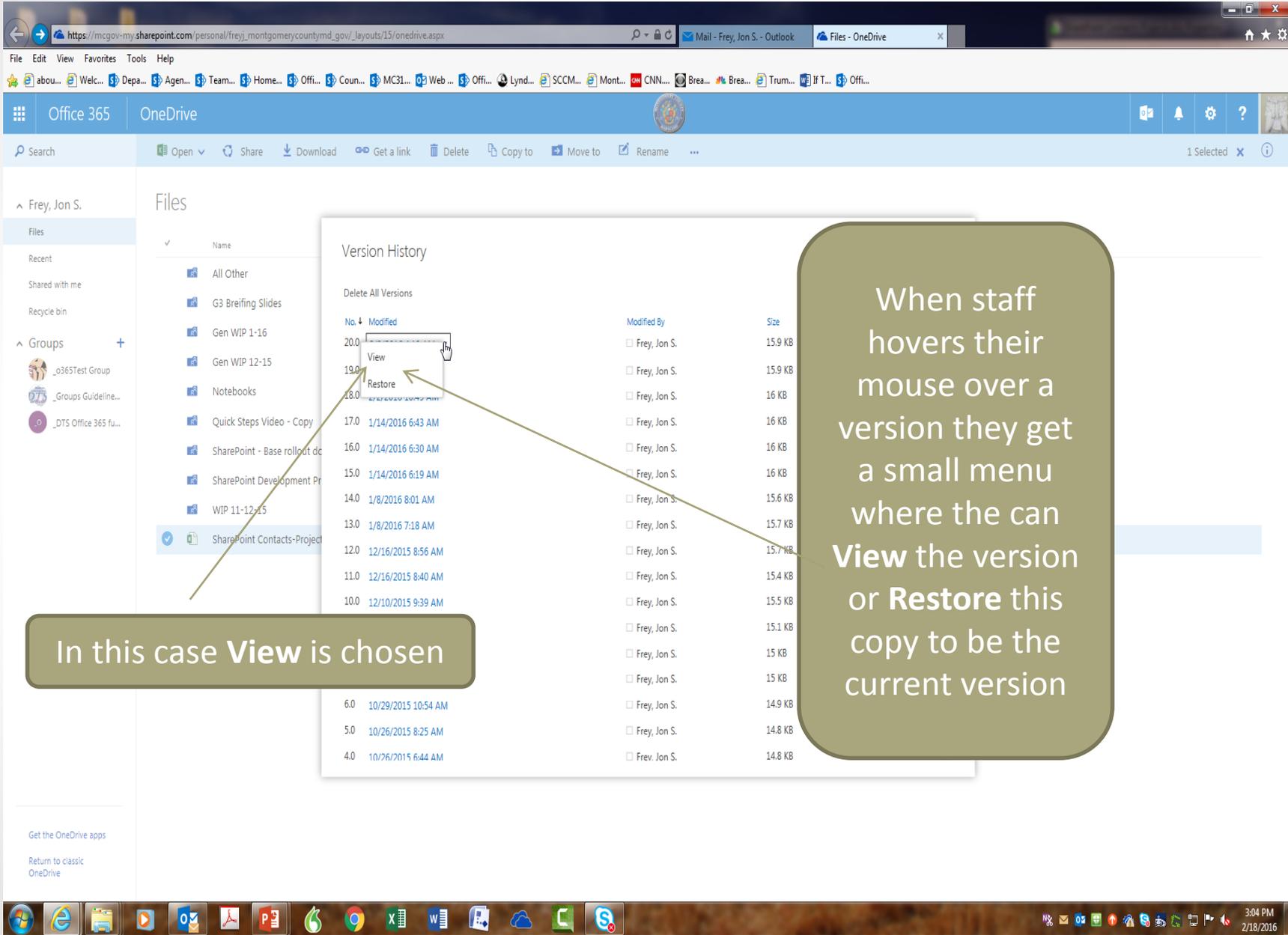
Callout Box Text: Next they would select **Version History**

The version history is displayed

Each entry has the version number, date/time modified and author

No.	Modified	Modified By	Size	Comments
20.0	2/9/2016 4:19 AM	Frey, Jon S.	15.9 KB	
19.0	2/9/2016 4:04 AM	Frey, Jon S.	15.9 KB	
18.0	2/2/2016 10:49 AM	Frey, Jon S.	16 KB	
17.0	1/14/2016 6:43 AM	Frey, Jon S.	16 KB	
16.0	1/14/2016 6:30 AM	Frey, Jon S.	16 KB	
15.0	1/14/2016 6:19 AM	Frey, Jon S.	16 KB	
14.0	1/8/2016 8:41 AM	Frey, Jon S.	15.6 KB	
13.0	1/8/2016 7:18 AM	Frey, Jon S.	15.7 KB	
12.0	12/16/2015 8:56 AM	Frey, Jon S.	15.7 KB	
11.0	12/16/2015 8:40 AM	Frey, Jon S.	15.4 KB	
10.0	12/10/2015 9:39 AM	Frey, Jon S.	15.5 KB	
9.0	11/17/2015 5:46 AM	Frey, Jon S.	15.1 KB	

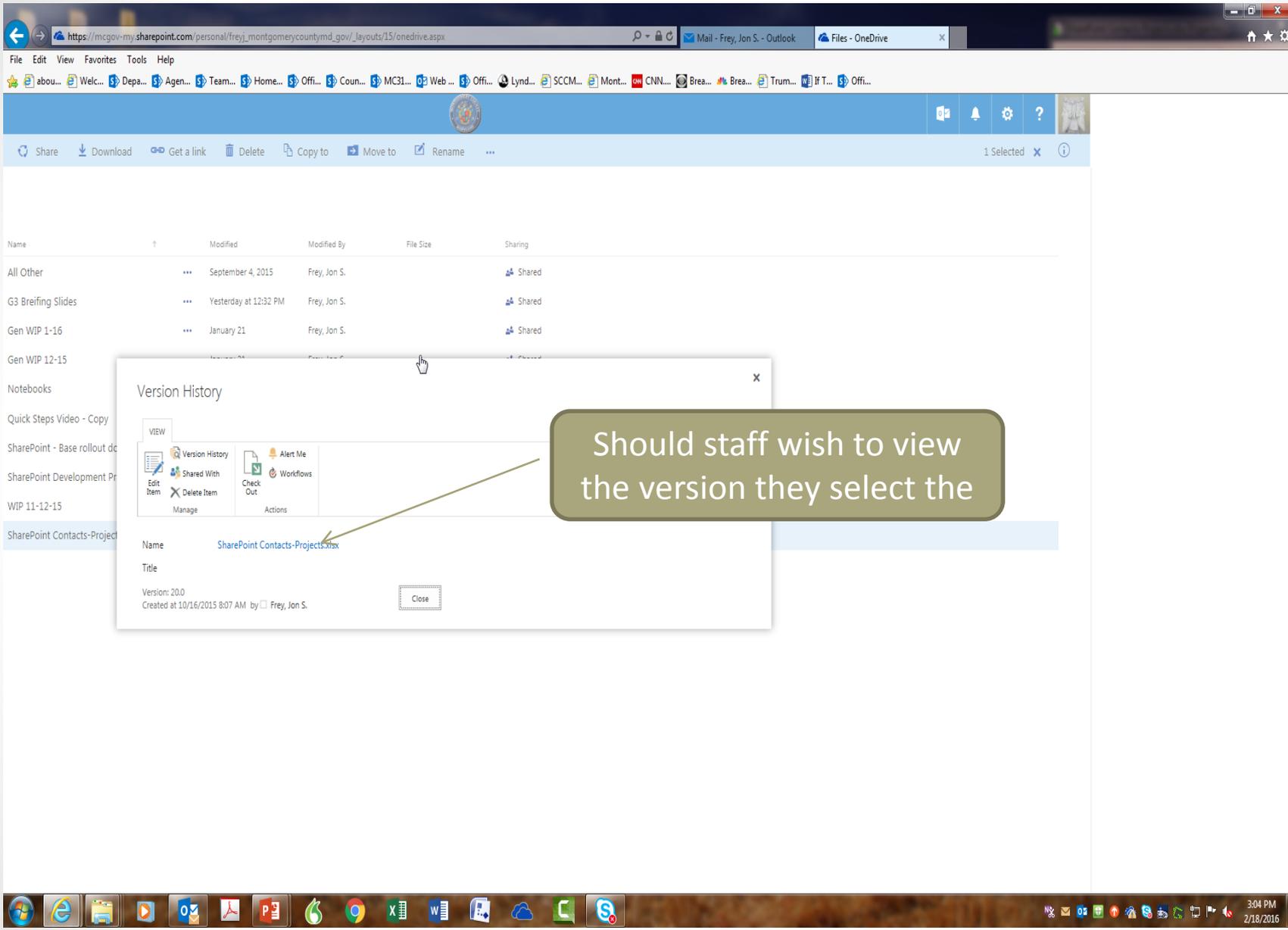




In this case View is chosen

When staff hovers their mouse over a version they get a small menu where they can View the version or Restore this copy to be the current version





# Data Recycling Process

When files / emails are deleted they are placed into the recycle bin in Office 365.

The first stop is the phase 1 recycle bin which the user can access and remove them from. The file / emails reside in that recycle bin for 30 days

After the first 30 days recycled files are moved into the phase 2 recycle bin where they will reside for 62 more days. During that timeframe the files / emails are still retrievable but only by DTS IT staff.

After the full 92 day recycle period the files become unavailable forever as the space in which they were stored is erased and over written with other data

